

PROPERTY CONTROLLER II

DEPARTMENTAL OPEN STATEWIDE



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **March 28, 2014** - Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked **after** the final filing date **will not** be accepted for any reason.

WHO CAN APPLY Persons who meet the minimum qualifications by the final filing date as stated on this bulletin.

HOW TO APPLY All applicants must complete and return the entire examination packet. The examination packet must include the following:

- State Examination Application (Form STD 678)
- General Instructions/Affirmation
- Training and Experience Questionnaire
- Conditions of Employment (Form 631)

Mailing Address:
Department of Justice
Testing and Selection Unit
P. O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES,
ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**SPECIAL TESTING
ARRANGEMENTS** If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be contacted to make specific arrangements.

SALARY RANGE **\$3297-\$4125**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST
INFORMATION** A departmental OPEN eligible list will be established for the Department of Justice. The list will be abolished **12 months** after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION** **All applicants must meet the education and/or experience requirements for this examination by the final filing date.** All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Failure to include this information may result in the removal from consideration.

CONTINUE TO THE NEXT PAGE

**MINIMUM
QUALIFICATIONS**

EITHER I

One year of experience in the California state service performing the duties of Property Controller I.

OR II

Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the level of Office Assistant II is not considered qualifying.)

OR III

Three years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items.

DEFINITION OF TERMS

The words “**performing the duties of...**” means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).

**POSITION
DESCRIPTION**

Property Controller II's are responsible for the operation of a complex property control system with centralized or moderately dispersed property. This class is normally used in departments, institutions, or districts having an approximate minimum of 6,000 property items and an annual total of approximately 1,000 property acquisitions, transfers, and surveys. Property Controller II's within the Department of Justice may be responsible for the operation of a law enforcement evidence vault that includes evidence items (e.g., firearms, narcotics, biological evidence, latent impressions) and may be required to testify under oath in a court of law. Property Controller II's may work independently, depending upon the size and complexity of the property accounting function.

**EXAMINATION
INFORMATION**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies.

TRAINING AND EXPERIENCE NARRATIVE –WEIGHTED 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

- Administrative
- Automated Systems
- Handling of Evidence
- Inventory and Procurement
- Surveying Vehicles/Equipment

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

**BACKGROUND
INVESTIGATION
INFORMATION**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

CONTINUE TO THE NEXT PAGE

**VETERANS
PREFERENCE CREDITS**

Veterans Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2) An entrance examination is defined, under the law, as any open competitive examination. 3) Veterans Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits **will not** be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.oag.ca.gov), California Department of Human resources website a (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2) An entrance examination is defined, under the law, as any open competitive examination. 3) Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE

P. O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039

Department of Justice

Training and Experience Questionnaire General Instructions/ Affirmation

Property Controller II

The Training and Experience Questionnaire is the sole component of the Property Controller II examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- Examination Application (Form STD 678)
- General Instructions/ Affirmation
- Training and Experience Questionnaire
- Conditions of Employment

When completing the questionnaire, please do not choose more than one (1) response per question. The Affirmation & Examination Application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Printed Name: _____

Signature

Date Signed

California Department of Justice

Property Controller II

Training and Experience Questionnaire

This Training and Experience Questionnaire is the examination process for the classification of Property Controller II. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Property Controller II position. The overall assessment consists of five (5) sections:

- Administrative
- Automated Systems
- Handling of Evidence
- Inventory and Procurement
- Surveying Vehicles/Equipment

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.

Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Administrative

A person working in the Property Controller II classification must be able to demonstrate a good understanding of organizing and prioritizing workloads to meet established deadlines and ensure the most important tasks are completed, and effectively oversee and direct subordinate staff in their daily tasks. A Property Controller II will instruct others in property accounting functions, prepare and update schedules for all equipment, and records the transfer of equipment and property.

1. In what context have you utilized time management techniques?
 - A. I have never used time management techniques, but I would be willing to learn
 - B. I have utilized time management techniques in personal activities
 - C. I have utilized time management techniques in an academic setting
 - D. I have utilized time management techniques in a work setting (e.g. federal, state, city, county, private sector)
2. Please indicate how much professional experience you have working on projects that have required you to utilize time management techniques.
 - A. I have no experience
 - B. Less than 1 year experience
 - C. 1 year to 3 years
 - D. More than 3 years
3. How many of the following time management techniques have you utilized:
 1. Coordination of time
 2. Creating work plans
 3. Prioritizing projects
 4. Working from a project log
 5. Calendaring
 6. Delegation of tasks
 - A. I have never used any of the techniques listed above
 - B. I have utilized **1 - 2** of the techniques listed above
 - C. I have utilized **3 - 4** of the techniques listed above
 - D. I have utilized **5** of the techniques listed above
 - E. I have utilized **all** of the techniques listed above

All instructions for the narrative portion should be read carefully and understood before completing the question below.

Your response to the narrative question must be typed. You may use your preferred writing software program to do so. Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) page in length, per narrative response, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page.

This information will not be scored but may be referenced during any subsequent interviews.

Please describe a situation where you used your time management skills. Be sure to identify the specific time management techniques you utilized.

Automated Systems

Persons working in the Property Controller II classification are required to carry out various assignments which require the knowledge and use of personal computer applications used for record keeping systems, spreadsheets, and correspondence.

4. Please select the statement that best identifies how many years of professional experience you have utilizing automated systems to input data, update data, and track information from the following automated systems:

Asset Management System (AMS)

- A. No experience
- B. Less than 6 months experience
- C. 6 months to 1 year
- D. 1 year to 3 years
- E. More than 3 years

Case Information Management System (CIMS)

- A. No experience
- B. Less than 6 months experience
- C. 6 months to 1 year
- D. 1 year to 3 years
- E. More than 3 years

Automated Firearms System (AFS)

- A. No experience
- B. Less than 6 months experience
- C. 6 months to 1 year
- D. 1 year to 3 years
- E. More than 3 years

5. What is your level of experience with the following list of automated systems?

Asset Management System (AMS)

- A. I have no experience
- B. I have received training from my supervisor or co-worker(s)
- C. I use/used on a weekly basis
- D. I use/used on a daily basis

Case Information Management System (CIMS)

- A. I have no experience
- B. I have received training from my supervisor or co-worker(s)
- C. I use/used on a weekly basis
- D. I use/used on a daily basis

Automated Firearms System (AFS)

- A. I have no experience
- B. I have received training from my supervisor or co-worker(s)
- C. I use/used on a weekly basis
- D. I use/used on a daily basis

6. What is the level of independence you have inputting data, updating data, and tracking information utilizing the following list of automated systems?

Asset Management System (AMS)

- A. I have no experience
- B. I have used with assistance from my supervisor or co-worker(s)
- C. I have used independently, on occasion
- D. I have used independently, on a frequent basis

Case Information Management System (CIMS)

- A. I have no experience
- B. I have used with assistance from my supervisor or co-worker(s)
- C. I have used independently, on occasion
- D. I have used independently, on a frequent basis

Automated Firearms System (AFS)

- A. I have no experience
- B. I have used with assistance from my supervisor or co-worker(s)
- C. I have used independently, on occasion
- D. I have used, independently, on a frequent basis

All instructions for the narrative portion should be read carefully and understood before completing the question below.

Your response to the narrative question must be typed. You may use your preferred writing software program to do so. Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) page in length, per narrative response, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page.

This information will not be scored but may be referenced during any subsequent interviews.

Please list any and all operating systems you have used that you feel qualify you for the Property Controller II classification. Also, please identify your level of experience using the systems.

HANDLING OF EVIDENCE

Persons working in the Property Controller II classification work in an arena where they are called upon to handle certain types of evidence and ensure chain of custody rules are maintained and followed. Handling of evidence can range from delivering evidence to and from a lab, processing firearms, and ammunition, receipt of controlled and non-controlled substance submission, seized vehicles, and other items.

7. How often have you worked with the transferring of evidence items in and out of an evidence vault?
- A. I have knowledge of the process, but no applied experience
 - B. I work with transferring of evidence items on a monthly basis
 - C. I work with transferring of evidence items on a weekly basis
 - D. I work with transferring of evidence items on a daily basis
8. With what level of independence have you transferred evidence items in and out of an evidence vault?
- A. I have no applied experience and would need close supervision
 - B. I have received training but have no independent applied experience
 - C. I have transferred evidence items in and out of an evidence vault with the assistance of my supervisor or co-worker(s)
 - D. I transfer evidence items in and out of an evidence vault independently
9. From the list below, which statement best describes the types of evidence items have you handled?
- 1. Controlled substances
 - 2. Firearms and ammunition
 - 3. Personal property (e.g. electronic devices, clothing, documents)
 - 4. CDs/Photographs (digital or film)
- A. I have never handled any of the evidence items listed above
 - B. I have handled one of the evidence items listed above
 - C. I have handled two of the evidence items listed above
 - D. I have handled three of the evidence items listed above
 - E. I have handled all of the evidence items listed above

All instructions for the narrative portion should be read carefully and understood before completing the narrative question below.

Your response to the narrative question must be typed. You may use your preferred writing software program to do so. Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) page in length, per narrative response, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page.

This information will not be scored but may be referenced during any subsequent interviews.

Please describe a situation in which you worked with the transferring and handling of evidence in and out of an evidence vault. Be sure to indicate the specific steps you took and how frequently you performed these steps in similar situations.

Inventory and Procurement

Persons working in the Property Controller II classification are responsible for procuring office supplies, inventory and control, maintaining equipment, and assisting in the budgetary process for procuring new office equipment.

10. How often have you used a Cal Card for purchasing equipment and supplies

- A. I have never used a Cal Card, but I have knowledge of its use
- B. I rarely use a Cal Card for purchasing equipment and supplies
- C. I use a Cal Card to purchase equipment and supplies on a monthly basis
- D. I use a Cal Card to purchase equipment and supplies on a weekly basis

11. How often have you completed a Cal Card Log and Statement?

- A. I have never used a Cal Card Log and Statement
- B. I have completed a Cal Card Log and Statement less than four (4) times per year
- C. I have completed a Cal Card Log and Statement more than five (5) times per year, but not on a monthly basis
- D. I complete a Cal Card Log and Statement on a monthly basis

All instructions for the narrative portion should be read carefully and understood before completing the narrative question below.

Your response to the narrative question must be typed. You may use your preferred writing software program to do so. Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) page in length, per narrative response, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page.

This information will not be scored but may be referenced during any subsequent interviews.

Please describe various situations in which you used a Cal Card for purchasing equipment and supplies.

12. What is your experience with issuing bar code tags for equipment?

- A. I have no experience
- B. I have been trained on the process, but no applied experience
- C. I have issued bar code tags for equipment with assistance from others
- D. I have routinely issued bar code tags for equipment, independently

13. How would you describe your readiness to issue bar code tags for equipment?

- A. I am not ready to issue bar code tags for equipment
- B. I have observed others issue bar code tags, and I would be ready with training
- C. I am ready to issue bar code tags with the assistance of others
- D. I am currently issuing bar code tags for equipment in my current assignment

14. What is your level of independence with issuing bar code tags for equipment?

- A. I have no experience with issuing bar code tags for equipment
- B. I have not issued bar code tags independently, but have with the assistance of others
- C. I have independently issued bar code tags for equipment with occasional assistance
- D. I issue bar code tags for equipment, independently, in my current assignment

All instructions for the narrative portion should be read carefully and understood before completing the narrative question below.

Your response to the narrative question must be typed. You may use your preferred writing software program to do so. Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) page in length, per narrative response, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page.

This information will not be scored but may be referenced during any subsequent interviews.

Please describe a situation where you issued bar code tags for equipment. Be sure to indicate the specific steps you took and any documentation processes you may have used.

Surveying Vehicles/Equipment

Persons working in the Property Controller II classification coordinate and maintain vehicle/equipment inventory, ensure vehicles are properly maintained, provide coordination for surveyed vehicles and coordinate licensing and registration. The Property Controller II also maintains pool vehicles, sign in-out logs, maintenance records, keys, mileage logs and conduct damage assessments.

15. What is your level of experience with the surveying of vehicles?

- A. I have knowledge of this process, but no applied experience
- B. I rarely survey vehicles
- C. I survey vehicles with the assistance of my supervisor
- D. I routinely survey vehicles as part of my work assignment

16. What is your level of experience with surveying equipment?

- A. I have knowledge of this process, but no applied experience
- B. I rarely survey equipment
- C. I survey equipment with the assistance of my supervisor
- D. I routinely survey equipment as part of my work assignment

All instructions for the narrative portion should be read carefully and understood before completing the narrative question below.

Your response to the narrative question must be typed. You may use your preferred writing software program to do so. Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) page in length, per narrative response, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page.

This information will not be scored but may be referenced during any subsequent interviews.

Please describe the specific steps you have taken while surveying a vehicle and/or equipment.

17. What is your experience with processing the administrative paperwork for the repair and maintenance of vehicles and/or equipment?

- A. I have knowledge of this process, but no applied experience
- B. I have little experience processing the repair and maintenance of vehicles and/or equipment
- C. I process the repair and maintenance of vehicles and/or equipment on a monthly basis
- D. I process the repair and maintenance of vehicles and/or equipment on a weekly basis

All instructions for the narrative portion should be read carefully and understood before completing the narrative question below.

Your response to the narrative question must be typed. You may use your preferred writing software program to do so. Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) page in length, per narrative response, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page.

This information will not be scored but may be referenced during any subsequent interviews.

Please describe a situation where you addressed the various administrative duties involved with the repair and maintenance of vehicles and/or equipment.

THIS COMPLETES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

DEPARTMENT OF JUSTICE
PROPERTY CONTROLLER II
OPEN STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631

IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

(05)	Anywhere in the state
(0400)	Butte
(4400)	Santa Cruz
(3400)	Sacramento
(4300)	Santa Clara
(0700)	Contra Costa
(1000)	Fresno
(3900)	San Joaquin
(3300)	Riverside
(0100)	Oakland
(3800)	San Francisco
(1900)	Los Angeles
(3700)	San Diego

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

___(D) Permanent - full time only.
___(R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
___(A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814